

Regular Council Meeting—January 08, 2013

The meeting of the Council of the Town of Altavista was held in the Council Chambers of the J.R. Burgess Municipal Building, 510 Seventh Street on January 8, 2013 at 7:00 p.m.

1. Mayor Mattox called the meeting to order and presided. He commented it was an honor to be sitting in the seat of the mayor and hopes he will do as well as the former mayor. He welcomed new Council members Mr. Timothy George and Mr. Tracy Emerson. Mayor Mattox recognized Mr. Stan Goldsmith, Campbell County Board of Supervisors, Altavista District representative.
2. Rev. Michael Duncan, Central Baptist Church, gave the invocation.

Council members
present:

Mayor Michael Mattox
Mrs. Beverley Dalton
Mr. Charles Edwards
Mr. Timothy George
Mr. Tracy Emerson
Mr. Jay Higginbotham (Arrived at 7:35 p.m.)

Council members
absent:

Mr. Bill Ferguson

Also present:

Mr. J. Waverly Coggsdale, III, Town Manager
Mr. Dan Witt, Assistant Town Manager
Mrs. Tobie Shelton, Finance Director
Chief Clay Hamilton, Police Department
Deputy Chief Ken Walsh, Police Department
Mr. John Eller, Town Attorney
Mr. John Tomlin, Public Works Director
Mr. Steve Bond, Wastewater Treatment Director
Mr. Chuck Cofflin, Water Plant Director
Mrs. Megan Lucas, Economic Dev. Director
Mrs. Mary Hall, Administration

3. Mayor Mattox asked if there were any questions regarding the minutes of the December 11, 2012 Regular Council meeting, Special Meeting December 20, 2012 and Organizational Meeting January 2, 2013.

A motion was made by Mr. Edwards, seconded by Mrs. Dalton, that the minutes of the December 11, 2012 Regular Council meeting, Special Meeting December 20, 2012 and Organizational Meeting January 2, 2013 be approved as presented.

Motion carried:

VOTE:

Mr. Michael Mattox	Yes
Mrs. Beverley Dalton	Yes
Mr. Charles Edwards	Yes
Mr. Tracy Emerson	Yes
Mr. Timothy George	Yes

4. Review of Invoices
5. Financial Statements
6. Public Comment

Mr. Stan Goldsmith addressed Council congratulating elected and re-elected Council members. He felt Council was in good hands and wished each the best for a good year. He also thanked Mayor Mattox for his willingness to serve in this position. He noted he will continue to support the Town on the County level as much as possible.

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7. Special Items or Recognitions

a) Industry Appreciation Month Proclamation (February 2013)

Mayor Mattox advised the Altavista Economic Development Authority is requesting February 2013 be designated as Industry Appreciation Month.

Mr. Coggsdale read the following proclamation.



PROCLAMATION

Industry Appreciation Month – February 2013

WHEREAS, Altavista's Primary Industries play a pivotal role in strengthening our Town by embracing job creation, innovative technologies, and employing a diverse workforce to preserve the economic well-being of all our citizens; and

WHEREAS, the Town is pleased to recognize the accomplishments of our Industries, including *Abbott Nutrition, BGF Industries, Graham Packaging Company, Intersections, Mid-Atlantic Printers, Moore's Electrical & Mechanical Construction, PCM Power Construction, Rage Plastics, Schrader Bridgeport International, and the Timken Company* who contribute greatly to the economic sustainment and growth of our Town; and

WHEREAS, the business leaders of Altavista Industries are a source of our success, contributing to the well-being of today's citizenry and planning for tomorrow's successes; and

WHEREAS, we recognize that Altavista Industries create high-wage, high-skill jobs for our citizens, sustaining our position in the global market; and

WHEREAS, these industrial companies provide local revenues from which the entire citizenry benefits; and

WHEREAS, industrial businesses make considerable contributions to our families and communities, often improving the overall quality of place; and

WHEREAS, it is fitting to offer the citizens of Altavista a unique opportunity to recognize Altavista Industries for the essential role they play in advancing Altavista;

NOW, THEREFORE, I, Michael Mattox, do hereby recognize February 2013 as **INDUSTRY APPRECIATION Month** in our **Town of Altavista, Virginia**, and I call this observance to the attention of our citizens; and

BE IT FURTHER RECOGNIZED, that *Industry Appreciation Month* is part of Altavista's commitment to celebrate the many ways in which our Industries positively impact our community and our Commonwealth, as well the lives of individuals in communities throughout the greater Altavista area.

Michael E. Mattox, Mayor
Town of Altavista

A motion was made by Mrs. Dalton, seconded by Mr. Emerson, to designate February 2013 as Industry Appreciation Month.

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Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Timothy George	Yes

8. Public Hearings

a) Special Use Permit—ER & RT Properties, LLC

Mr. Coggsdale advised the Town has received a request for a Special Use Permit to allow recreational vehicles to remain on property currently utilized as a mobile home park. This request seeks that the use only be continued until the end of June 2013, in an effort to accommodate workers associated with the upgrade at the Dominion Power plant on Wood Lane.

Mr. Witt advised in October 2012 staff became aware of a violation at English MHP, 1524 Main Street, because there were four 'recreational vehicles', as defined by Section 86-22 of the Altavista Town Code, set up as temporary residences at English's Mobile Home Park (EMHP) located on Pine Grove Court in the Town of Altavista. He noted the code does not address the use of recreational vehicles within town which means it doesn't specifically deny or states that the use is permitted. He stated the owner was unaware of these conditions and immediately applied for a special use permit once notified. The Planning Commission conducted a public hearing at their regularly scheduled meeting on December 3, 2012. He noted at the hearing no one spoke either against or for the special use permit. The Planning Commission recommends approval of the Special Use Permit until June 30, 2013, at which time it would expire with the condition that a one-time extension may be granted at the Zoning Administrator's discretion for "good cause" and for a "reasonable time".

Mr. Witt also noted Mr. Jerry Barbee remains as Chair and Mrs. Laney Thompson as Vice-Chair of the Planning Commission.

Mr. Ralph English spoke on behalf of ER & RT Properties, LLC, stating they were approached by construction workers for the Virginia Dominion project asking to set up in the vehicles in the mobile home park. In order to accommodate the construction at the co-gen plant, they allowed the recreational vehicles to be set up, unknowing of the violation. He asked Council to make an exception and allow them to stay until the construction is completed.

Mayor Mattox opened the public hearing at 7:12 p.m. and asked if anyone would like to speak. No one came forward.

Mayor Mattox closed the public hearing at 7:13 p.m.

Mr. Emerson asked the type of recreational vehicle.

Mr. Coggsdale clarified the recreational vehicle were campers.

A motion was made by Mr. Edwards, seconded by Mrs. Dalton to allow for a Special Use Permit to allow recreational vehicles to remain on property currently utilized as a mobile home park. This use can only be continued until the end of June 2013, in an effort to accommodate workers associated with the upgrade at the Dominion Power plant on Wood Lane.

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Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Timothy George	Yes

9. Standing Committee/Commission/Board Reports

i. Finance/Human Resources Committee

No report.

ii. Police/Legislative Committee

No report.

iii. Public Works/Utility Committee

No report.

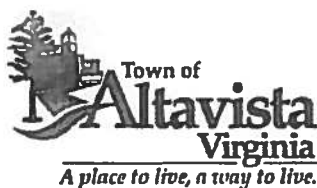
10. New Business

a) Region 2000 Hazard Mitigation Plan Update 2013 Resolution

Mr. Coggsdale advised local governments are required to create a local hazard mitigation plan in accordance with state and federal law. A multi-jurisdictional Region 2000 Hazard Mitigation Plan was adopted in 2006, which included the Town of Altavista and the document being considered at this time is an update to the original.

Mr. Phillip Gabathuler, Region 2000, addressed Council stating the possibility of the major natural disaster striking the Region 2000 area is not going away. The potential for property damage as well as human injuries due to natural disasters will always be an issue to deal with. Eleven localities in Region 2000 planning area work together with the Virginia Department of Emergency Management to mitigate those losses through the Region 2000 Hazard Mitigation Plan. He stated the original Region 2000 Hazard Mitigation Plan was adopted in 2006; he presented Council with an updated plan that has been conditionally approved by FEMA and will become a formal document once every jurisdiction has adopted a formal resolution endorsing the plan. He noted Mr. Dan Witt was a member of the Project Management Team and a representative for the Town of Altavista. He stated once the updated plan is adopted, each jurisdiction in Region 2000 will be guaranteed continued eligibility for mitigation funding from FEMA. This includes eligibility to apply for grant assistance through the Hazard Mitigation Grant Program, the Pre-Disaster Mitigation Grant Program, the Flood Mitigation Assistance Program and other federally funded programs. The goal of this project is to develop a disaster resistant region by reducing potential loss of life, property damage and environment.

Mr. Coggsdale read the following resolution:



Town of Altavista, Virginia

Adoption of the Region 2000 Hazard Mitigation Plan

WHEREAS, the Disaster Mitigation Act of 2000, as amended, requires that local governments

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develop and adopt natural hazard mitigation plans in order to receive certain federal assistance, and

WHEREAS, the Region 2000 Project Management Team representing the Town of Altavista, as well as the remaining 10 localities of Region 2000 were convened in order to study the Region's risks from and vulnerability to natural hazards, and to make recommendations on mitigating the effects of such hazards on the Region; and

WHEREAS, the Project Management Team was provided staff support by Region 2000; and

WHEREAS, the efforts of the Project Management Team, the staff of Region 2000 as well as members of the public, private and nonprofit sectors, have resulted in the development of the Region 2000 Hazard Mitigation Plan.

NOW THEREFORE, BE IT RESOLVED by the Altavista Town Council that the Region 2000 Hazard Mitigation Plan dated December 2012 is hereby approved and adopted for the Town of Altavista.

Adopted by the Altavista Town Council this _____ day of _____, 2013.

By: _____

ATTEST:

By: _____

Mr. Coggsdale noted the Town of Altavista participated in the multi-jurisdictional plan and contributed \$200 towards the process as its “local match” to the grant received from the Virginia Department of Emergency Management.

A motion was made by Mr. Edwards, seconded by Mr. Emerson, to approve the resolution in regard to the adoption of the Region 2000 Hazard Mitigation Plan.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Timothy George	Yes

b) Peer Group Comparison Report Discussion

Mr. Coggsdale advised at last month’s Council meeting, Mr. Morgan Allen delivered to Council the “Peer Group Comparison Report” that compares Altavista to a group of other similar towns. At that time, it was decided that Council would review the study until the next regularly scheduled meeting. The report contains comparison of revenue sources, as well as departmental expenditures and indicates Altavista’s ranking as compared to the other localities.

Mr. Edwards spoke regarding the Peer Group Comparison Report stating there are clearly some opportunities to improve operations in the Altavista community. Per Mr. Edwards, some eight or nine years ago the Town payroll had become somewhat bloated and as did the tax rates to balance the budget. Then Town Manager and Treasurer made the decision to curtail the payroll and eliminated approximately 35 positions. When that occurred expenses dropped by some \$600,000 annually, but the tax rates were not adjusted. The result was a surplus for some years to come. In the period leading up to the large payroll, tax rates had been increased without comparison to the peers, it is learned that Altavista

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citizens are paying 18% more than the average of the nine localities polled; real estate rates are 9% higher, machinery and tools are 16% over the average and the effective personal property rate is 48% higher than the average. He noted an Economic Development office has recently been established and there is reason to be optimistic about that endeavor but only if Council reduces their expenditures in taxes by a minimum of \$376,000 because that is the amount created by the higher rates. He did not feel it was wise to send the new Economic Development Director out with a message that Altavista is a great place to live and work and would charge you a premium of 18%. Mr. Edwards stated he hopes Council can cut an amount larger than the \$376,000 rather than trying to sell Altavista as an average, hopefully demonstrating Altavista is a great place to be and be here for less. In addition, there are some very large capital expenditures that need to be reviewed. Mr. Edwards requested staff work to see where cost might be cut and Council take care of its responsibility for the stewardship of the taxpayers' money.

Mayor Mattox stated he felt this was a worthwhile undertaking and felt this report bought up many questions that could not be answered in the Council meeting. He asked each of the standing committees to review and discuss their respective portions of this analysis and be prepared to report back to Council within 60 days. Mayor Mattox assigned the following:

Finance Committee:	General Fund Revenue Categories Tax Categories General Fund Fees Administration and Transit Departments
Police Committee:	Police Department
Public Works/Utilities:	Enterprise Fund Revenue Categories Enterprise Fund Fees Water and Sewer Departments Public Works Department Cemetery

He asked committees to be as thorough as possible but to also be reasonable and rational as possible.

Mr. Edwards asked if reporting back in 60 days would allow time for it to be included in the budgeting process.

Mayor Mattox responded affirmatively.

11. Unfinished Business

a) Downtown Streetscape Project Task Order

Mr. Coggsdale advised staff has consulted with VDOT in regard to possibilities of finding alternative methods of contract administration and inspection services for the Downtown Streetscape project. The Town has worked with Wiley & Wilson on the two previous projects. VDOT has indicated that due to their procurement requirements for the grant funded project, the process to find another firm would take several months, and accordingly recommends that we continue with Wiley & Wilson for this last phase of the Streetscape. He presented Council with Task Order 9 for Construction Administration and Resident Project Representative Services related to the Streetscape portion of Project 5 & 6. The Task Order totals \$81,900, with VDOT's funding covering 80% (\$65,520) and the Town funding the remaining 20% (\$16,380). He noted these funds are provided for in the FY2013 Adopted Budget.

Mrs. Dalton stated the Finance Committee recommends approval of this action.

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A motion was made by Mrs. Dalton, seconded by Mr. Emerson, that Task Order 9 from Wiley & Wilson in the amount of \$81,900 be approved.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Timothy George	Yes

12. Manager’s Report

a) Project Updates

VDOT Enhancement Project and Downtown Utility Replacement Project and Pittsylvania Avenue Intersection Project

- VDOT has issued a letter concurring with the Award of the project to Virginia Carolina Paving, Inc.
- Notice of Award has been issued to Virginia Carolina Paving.
- Pre Construction meeting is scheduled for Wednesday, January 9th.
- Pittsylvania Avenue Intersection Project has a deadline of June 1, 2013.
- VDOT Enhancement Project and Downtown Utility Replacement Project has construction period of 365 days.

Mr. Coggsdale presented Council members with a memo from the Town Attorney regarding Fifth Street and Charlotte Avenue drainage project for their review. He noted this matter was referred back to the Public Works committee.

Mr. Edwards left the Chamber at 7:30 p.m.

b) Reports

- i. Departmental
- ii. Others

c) Other Items as Necessary

d) Informational Items

13. Matters from Town Council

Mrs. Dalton brought forth an item stating she and the Mayor have chatted and felt that it may be helpful for Council to move business along in the Council meetings to adhere closely to Roberts Rules of Order. She noted she would be bringing up little procedures along the way that will help Council move their business along in the most professional and time honored way.

Mayor Mattox asked for prayers for former Mayor Burgess during his time of illness.

14. Closed Session

I move that the Altavista Town Council convene in closed session in accordance with the provisions set out in the *Code of Virginia*, 1950, as amended,

Section 2.2-3711 (A)(1) regarding discussion and/or consideration of prospective appointments to Altavista Planning Commission.

A motion was made by Mrs. Dalton, and seconded by Mr. George.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes

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Mr. Tracy Emerson	Yes
Mr. Timothy George	Yes

Council went into closed session at 7:33 P.M.
Notice was given that Council was back in regular session 7:41 P.M.

Mr. Higginbotham arrived at 7:35 p.m.

FOLLOWING CLOSED SESSION:

A motion was made by Mrs. Dalton, seconded by Mr. George to adopt the certification of a closed meeting.

CERTIFICATION OF CLOSED MEETING

WHEREAS, the town council has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by the town council that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the town council hereby certifies that, to the best of each member’s knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the town council.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

A motion was made by Mr. Emerson, seconded by Mr. George, to appoint Mr. John M. Jordan, Jr. of 2205 Beech Avenue to the Altavista Planning Commission to fill the unexpired term of Mr. Timothy Wagner. Mr. Wagner’s term expires November, 2014.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Abstained
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

Mayor Mattox asked if there was anything else to bring before Council.

No one came forward.

The meeting was adjourned at 7:43 p.m.

Michael E. Mattox, Mayor

J. Waverly Coggsdale, III, Clerk